



PEC+ Job Description

Job Title: Land Survey Tech 2	Exempt/Nonexempt: Nonexempt
Reports to: Sr. Land Surveyor → Director of Surveying → VP of Surveying	Department: Land Surveying
Date: 11/9/2020	Prepared by: Human Resources

Position Overview

This position will review maps, research and field data to compute and produce final surveys and plats. Applicant should have experience in reviewing title insurance reports to assist in documenting the encumbrances and land title issues relating to a specific survey project including boundary surveys, topographic surveys, utility surveys, ALTA/NSPS land title surveys and final plats. This position will be proficient and have an effective, good working knowledge and understanding of all job responsibilities.

Qualifications & Skills:

- Bachelor’s degree in a related field is preferred
- Knowledge of AutoCAD and Civil3D software
- 1-3 years experience in surveying or related field
- Strong time management and organizational skills
- Excellent communication skills and keen attention to detail

Principal Skills and Responsibilities (Essential Functions):

- Good working knowledge of how to research and retrieve legal instruments affecting job sites
- Effective and good understanding of how to review, reduce and import field data
- Proficient in computing property lines and easements on properties based on research and matters of record
- Effective, good working knowledge of how to review all title issues on the surveyed property
- Proficient in preparing legal descriptions and exhibits for survey-related matters
- Proficient on how to compute, plot and draft project surveys
- Effective at communicating and coordinating with clients and their representatives to ensure a complete, timely and precise product
- Good understanding of how to prepare drawings based on templates and the project requirements of the client
- Proficient at organizing and filing of all items used in the preparation of any work for future recall and verifications
- Effective working knowledge of developing computer-aided design standards
- Proficient at performing construction plan review and computations, architectural and structural coordination





- Professionally coordinate and collaborate with team members of Land Surveying department to ensure accurate and complete documentation of survey maps and data
- Adhere to all company policies and procedures

Supervision Received:

- Senior Land Surveyor
- Director of Surveying
- Vice President of Surveying

Supervision Exercised:

- None for this position

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